

Low-Income Weatherization Policies & Procedures and Specifications Proposed Change Review Process

The Weatherization (Wx) and Repair Policy and Procedure Manual and Specifications Proposed Change Review Process provides a consistent and cohesive policy review, adoption, and implementation structure and procedure that allows the Wx and Repair Work Group, Technical Development Committee (TDC), and associated representative agencies to peruse, comment, and challenge new policies or policy changes as proposed by the Department of Community, Trade and Economic Development (CTED) or other member agencies. This procedure encourages discussion, open communication, positive affirmation, and constructive criticism of proposed policy changes (including the introduction of new policies) leading to approval, modification, or rejection of policies.

PROCEDURE:

Any member agency or CTED can propose policy and specification changes. Agencies are encouraged to send a copy to their Work Group (or TDC) representative.

Proposed Changes will be submitted in writing on the required form (posted on the CTED website) by September 1 with the affected policy or specification marked up in redlining language attached to Donna Regan (DonnaR@cted.wa.gov). Submit one proposal per email. Donna will send a confirmation email.

Tracking Document will be a matrix stating the proposal number, the policy (or specification) number, a brief description of the change or issue, the reason for the change, the proponent, any modifications, the TDC and Work Group recommendations, and the final CTED action.

The Technical Development Committee makes recommendations to the Work Group. The Work Group makes recommendations to CTED. CTED makes the final decision.

FIRST READING:

1. CTED will distribute all the proposed changes received by the deadline and the tracking document to all weatherization agencies prior to the fall (Sept/Oct) Work Group meeting.
2. Proposed policy changes receive a first reading at the fall (Sept/Oct) Work Group (TDC) meeting.
3. The first reading is a review of the proposal as the proponent drafted it. The Work Group (or TDC) reviews each proposal for recommendation of the following: Approve, Reject, Modify, More Research, or Hold. Any business identified as needing 'more work' will also identify who will complete the work, when it will be completed, and to whom the report is to be made.
4. Written Comment Period: CTED will also receive written comment. Written comment is due 10 days after the Work Group (or TDC) minutes are distributed to the network.

Policy Review and Adoption Process

Comments and suggestions to the changes can be returned to Donna Regan with a copy to the appropriate Work Group (or TDC) regional representative. CTED will collate these comments into the tracking document.

SECOND READING AND RECOMMENDATION:

1. CTED will distribute the updated tracking document showing the status of all proposals, proposed modifications, research, suggestions and comments received to all weatherization agencies prior to the winter (Jan) Work Group meeting.
2. Proposed policy changes receive a second reading at the winter (Jan) Work Group (TDC) meeting.
3. With no further comments or modifications, policies will be voted on, individually, for final recommendation to Approve or Reject. A simple majority vote of the Work Group (TDC) will carry the motion.
4. Alternatively, a Work Group (or TDC) can move to approve all policies as modified to expedite business. A consensus of present members will be required, meaning that a person voting might have some concerns, but is willing to move forward.
5. If a proposal needs further research or modification, the Work Group (or TDC) can so recommend. The original proponent, volunteer, or other party will be appointed by the Chair or CTED to revise and resubmit a new proposed change form for consideration during the next Proposed Change Review Process.

EMERGENT POLICY IMPLEMENTATION OR REVISIONS

Emergent policy implementation or revisions are the exception rather than the rule. This process shall not be abused or used to circumvent the above procedure.

In the event that an emergent policy needs to be initiated or revised, the following process shall be used:

1. CTED will notify and distribute to all weatherization agencies the emergent policy as such, the associated effective date (generally in an emergent situation it will take effect immediately, and the reason why it is emergent (i.e. Health and Safety issue, Federal funder change.)
2. These policies will automatically go into the hopper for review during the next Proposed Change and Review Process.